

FSSI OFFICE SUPPLIES BPA  
DOD E-mail Ordering Guide

- Enter <http://www.dlis.dla.mil/email.asp>
- Select “Go to DoD E-mall”
- Review security alert; choose “yes”
- Choose “Okay”
- Enter “account name” and “password,” then select “Login”. New users must obtain an “Account Name” and “Password.” Please follow the system generated directions to create your “Account Name” and “Password.”
- Select “Exit and do not show policy page again”
- Choose “Shop”
- Select “Catalog Search”
- Enter “Change Corridor”
- Select “Federal Strategic Sourcing”
- Scan down to the listing of Office Supplies BPAs. Ensure that you follow the order procedures outlined below:
  - a) *Orders at or below the micro purchase threshold.* An ordering agency may place orders at or below the micro-purchase threshold (\$3,000) with any Pool 1 Full Catalog BPA holders and Pool 2 Full Catalog BPA holders which includes next day delivery, desktop delivery, secure desktop delivery, Fill or Kill and International shipping, in addition to Pool 3 Toner Only BPA holders. An ordering agency should attempt to distribute orders at or below the micro-purchase threshold among all BPA holders.
  - b) *Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold (\$150,000).* Ordering activities shall place orders with the schedule contractor that can provide the supplies that represents the best value. Before placing an order, an ordering activity shall consider reasonably available information about the supply offered under the BPA by surveying at least three BPA-holders from Pool 1, 2 and 3 through the DOD EMALL and GSA Advantage!® on-line shopping service, or by reviewing the catalogs or pricelists of at least three BPA-holders (see 8.405-5). In addition to price, when determining best value, the ordering activity may consider, among other factors, the following:
    - (1) Past performance
    - (2) Special features of the supply or service required for effective program performance
    - (3) Trade-in considerations
    - (4) Probable life of the item selected as compared with that of a comparable item

- (5) Warranty considerations
- (6) Maintenance availability
- (7) Environmental and energy efficiency considerations
- (8) Delivery terms

c) *Orders exceeding the maximum order threshold (\$150,000)*. Each schedule contract has a maximum order threshold established on a SIN-by-SIN basis. Although a price reduction may be sought at any time, this threshold represents the point where, given the dollar value of the potential order, the ordering activity shall seek a price reduction. In addition to following the procedures in Paragraph (b) of this section and before placing an order that exceeds the maximum order threshold, ordering activities shall—

- (1) Review the pricelists of additional BPA-holders among Pool 1, 2 and 3
- (2) Based upon the initial evaluation, seek price reductions from the BPA-holder(s) considered to offer the best value (see 8.404(d)); and
- (3) After seeking price reductions (see 8.405-4), place the order with the BPA-holder that provides the best value. If further price reductions are not offered, an order may still be placed.

- Once you proceed to the vendor page, you will be able to ascertain BPA number and other terms and conditions that are applicable. For some purchases below the minimum order threshold, DoD E-mall may require you to increase your order to listed minimum order amount. For some purchases exceeding the maximum order threshold, DoD should refer you to the DoD E-mall Helpdesk to compete your order. For some purchases over the *micro purchase* threshold but not exceeding the maximum order threshold, DoD E-mall does not prompt you to obtain additional competition. Please ensure you follow the ordering procedures above.
- Select the product and quantities
- Select “Add” when you want to proceed to “checkout.”
- Please follow the system generated directions.